All the AV equipment including the microphone volume is controlled by the touch panel located on the lectern. Wireless microphones, laser pointer and PowerPoint advancer is located in the box in the cabinet.

**Wired Microphone (permanently installed to lectern)**
Use the touch panel to adjust volume.
Press mute on touch panel if needed

**Computer**
Press the touch panel screen located on the lectern.
Press the computer button (the projector will power on automatically), then press Lectern PC
Computer is located in the bottom cabinet of lectern.
Keyboard and mouse is located in the lock top portion of the lectern
Power up desktop computer located in the lectern.

**Laptop-Projector**
Press the touch panel screen located on the lectern.
Press the computer button (the projector will power on automatically), then press Laptop
Connect the supplied laptop cables to monitor and headphone on your laptop
Press FN + F8 to view presentation on both laptop and screen.

**VHS/DVD**
Press the touch panel screen located on the lectern.
Press the VHS/DVD button (the projector will power on automatically)
VHS/DVD is located in the bottom cabinet.
Press Power and then press DVD or VHS button
Insert DVD or VHS
Press Play

**Tuner/Cable TV**
Press the touch panel screen located on the lectern.
Press the Tuner button (the projector will power on automatically)
Adjust channel with up and down arrows

**CD Player**
Press the touch panel screen located on the lectern.
Press the CD button.
CD player is located in the bottom cabinet.
Insert CD in tray.
Press play on the touch panel

**Volume Control – Computer, Laptop, DVD Player, CD, VHS, and Tuner**
Locate program volume button on touch panel.
Press up or down arrow for volume adjustment.

**PowerPoint Advancer/Laser Pointer (located in the lectern)**
Right Arrow – advance one slide forward
Back Arrow – one slide backward